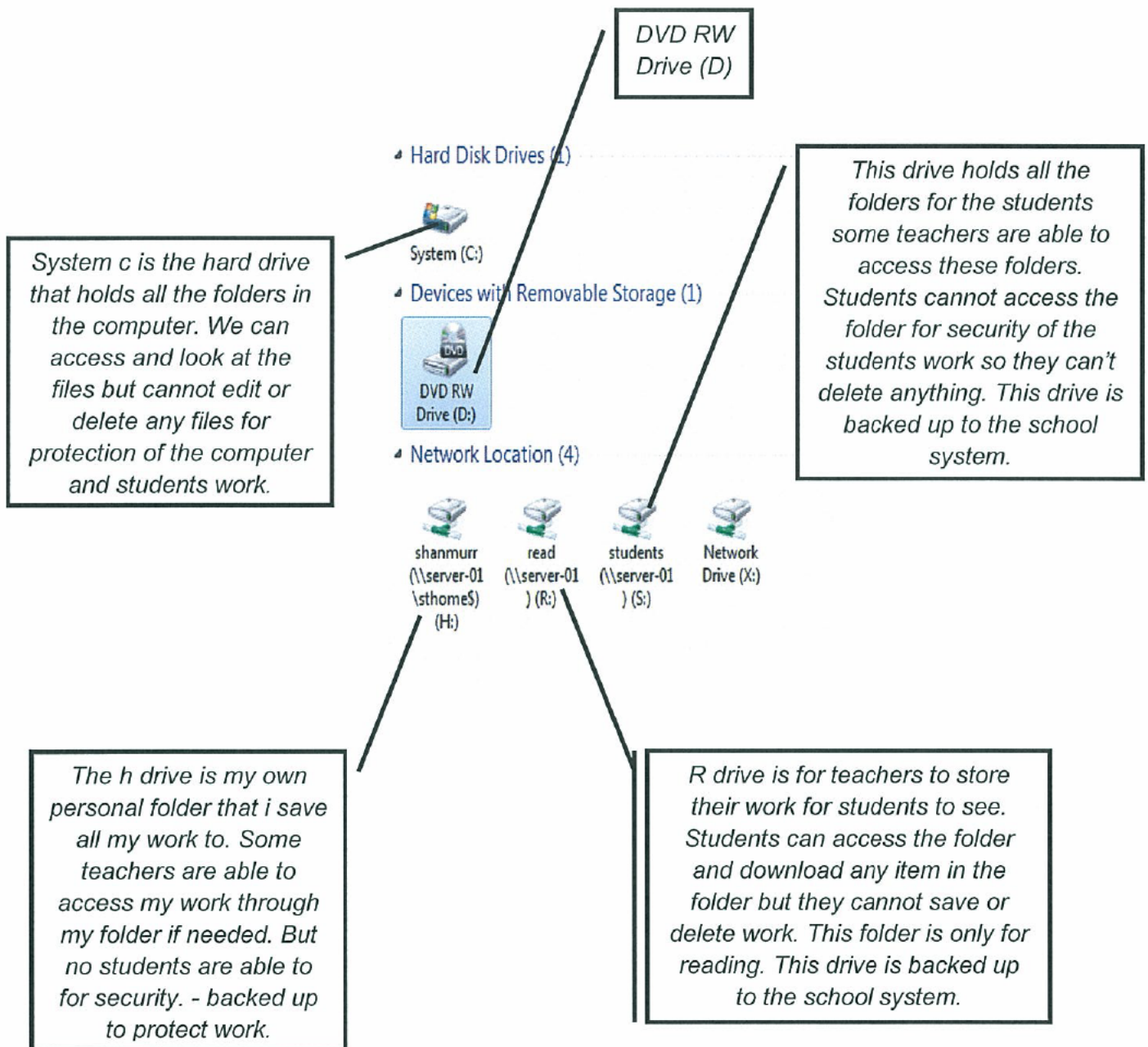


Achievement standards 91070

School Network showing security and access rights



ABS

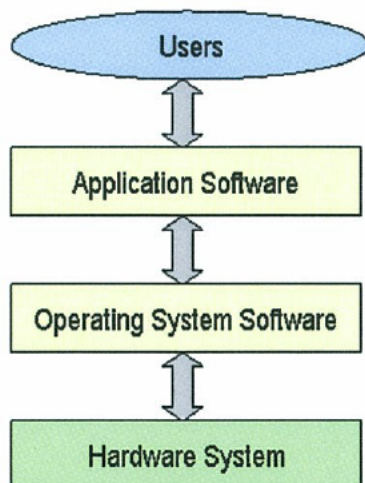
Operating Systems

An operating system is the software program that allows the hardware for any computer to operate with the system. Here at we use windows 7 system. Another operating system is Windows visa. Although Apple computers use different operating systems such as Mac OS X or OS 9.

Purpose of an operating System

Every computer needs an operating system without one the computer will not operate. The operating system is the most important part of that runs on the computer. The O/s manages the entire computer's memory, processes, and all of its software and hardware.

When you push the on button it takes a few minutes for the computer to start, in those few minutes the computer does tests to make sure the computer is working fine and able to run, it checks that everything is connected (Eg. Keyboard, Screen, Mouse) and searches for new hardware (Memory stick, Printer, hard drive). Then the computer is started up for the users.



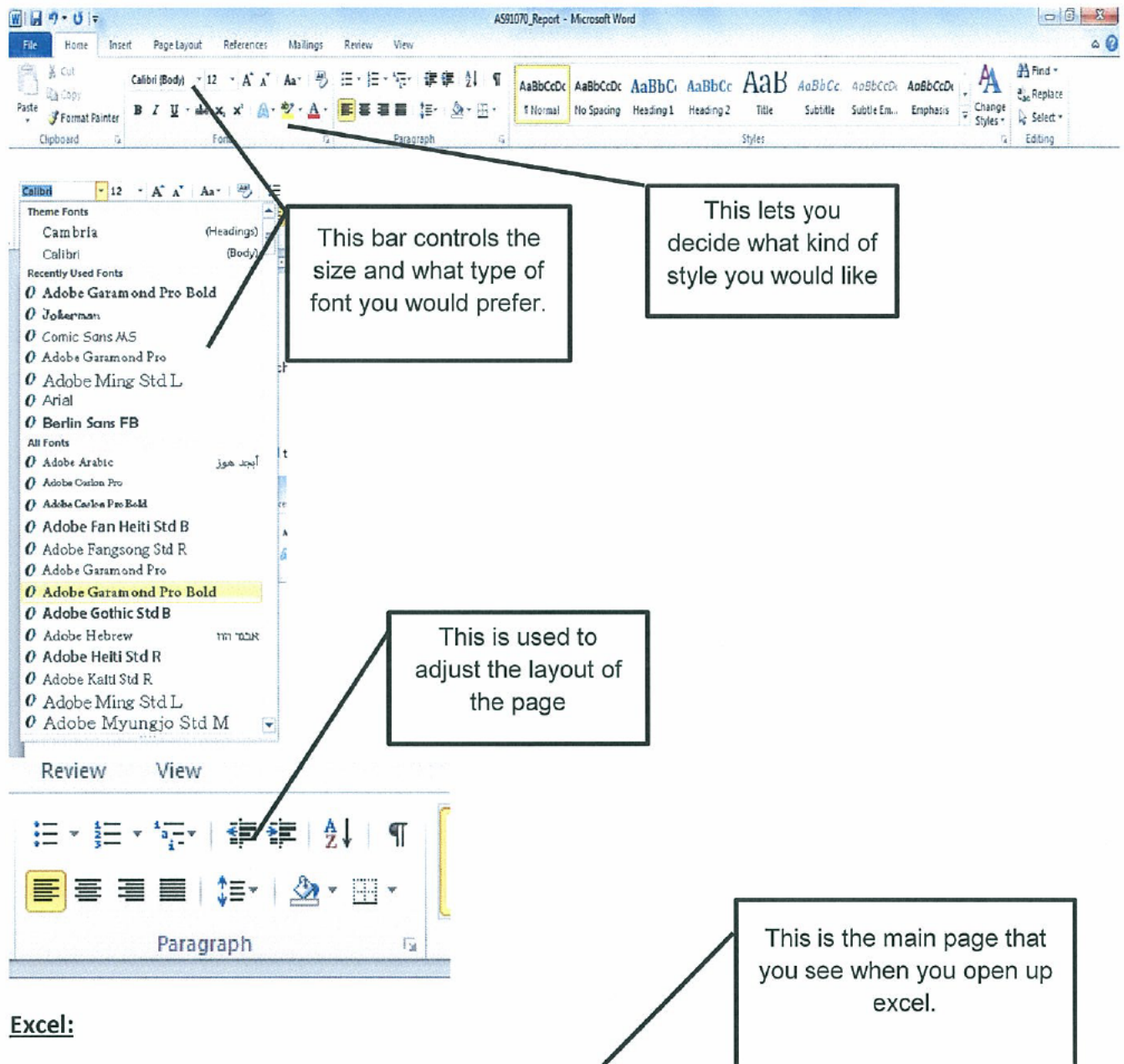
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Application Software

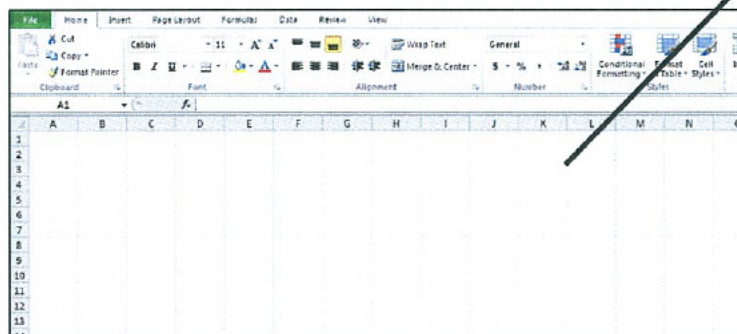
Application software is software that has certain tasks that can be done but is also moveable throughout a software brand like Microsoft unless saved as something different say if you made something on Microsoft excel, then want to move it to Microsoft word you would be able to because it's the same application software. We used Microsoft word and excel for project one, Microsoft word can be used for writing formal info or just to keep track of what needs to be done and what is done, excel can be used for perform calculations, make predictions and create graphs.

There are many Key features for each different application in my case it would be Microsoft word and Microsoft Excel as this is the applications that I use throughout project one.

Here is a tool bar at the top of word that gives many options to change thing on your page.

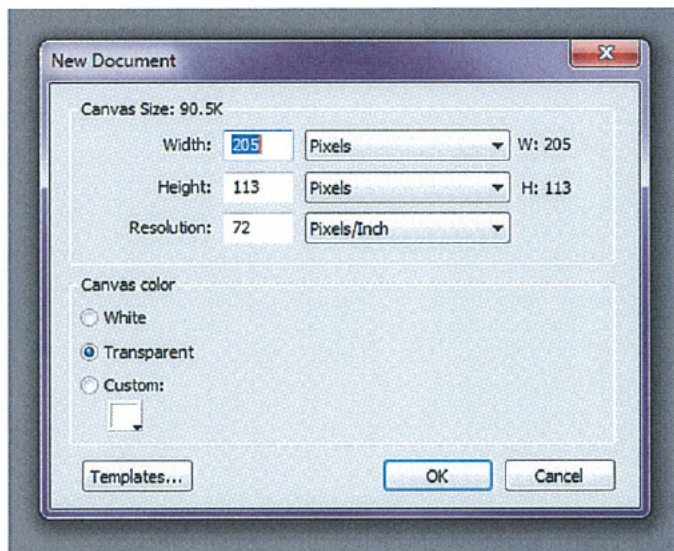


Excel:





This little screenshot is of an editing bar in excel that can be used for calculations; The AutoSum button helps you make fast and easy calculations with the click of a button.



This is the tab that is opened when you want to make a new image in fireworks it gives you the chance to add the measurements so you can have it the size you want.



This is Adobe InDesign we used it for our photo books. In this you can edit and make photobook.

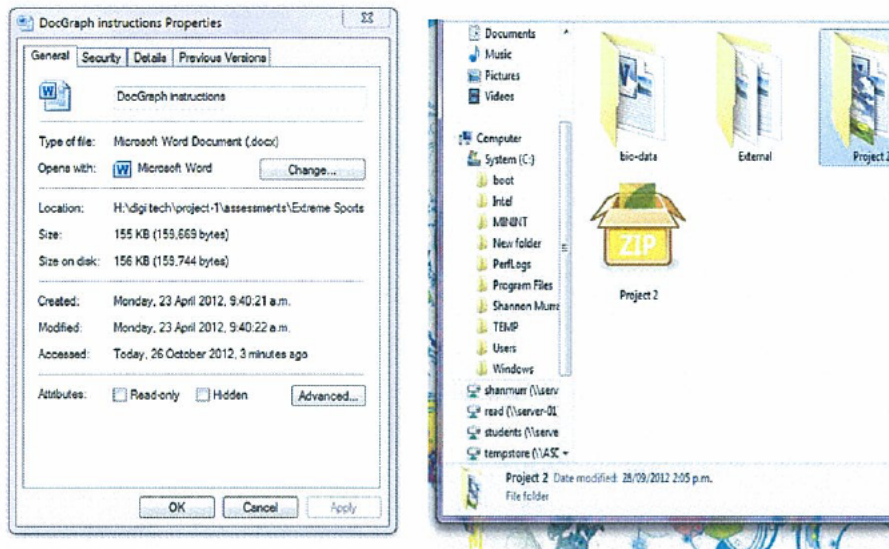
Backing- up:

At we have a back-up system that backs up every student and staff members work at school but it doesn't back up the whole data from everything on the computer just the stuff that the computer has scanned and backed up the new work But in the weekends the whole system backs up everything because it would take too long during the week as our sacred heart girls college had done that but it was slow and was still backing up in the morning which meant that us students couldn't login as the system had been to slow.

File Type:

A file type is a certain way work/data is saved and stored in the computer file. Some file formats are designed for particular file types: eg, PNG files, other files can be designed for storage of many different types of files for the data. Some file formats such as HTML. For us we saved our quiz (project 2) on PowerPoint as macro

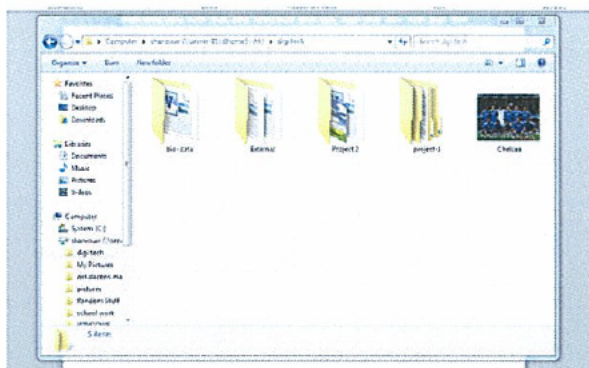
enabled show so that we could play the quiz and all our buttons would work without any technical issues



The screenshot on the left is of the information about a file (Picture, Word Document), when it was made, how big the file is and the file extension (Doc, Docx). The second screenshot is about if there is a file where it needs to be uploaded or emailed and its too big as it would also take too long so you zip the file which compacts the folder making it smaller and faster to upload or send.

File extensions would be doc or docx, this would be used for word 2007 and 2010, and it is used for saving my word processed documents. There are many different file extensions for different software's etc. PNG is a file extension that is used in fireworks; you would save your work with this if you have used a lot of colour.

File Management:



ABS

work. Privacy is extremely important in schools as each student has their own login and password if they had told anybody any of their details they would be stuck trying to retrieve their work, this is why we back up our work on the students drive.

File security:

File security is when you back all your folders to make sure that if you have lost or someone has got into your work then you will have a back-up. At Sacred Heart all the computers are backed up every night for only the new work and backs up everything in the computer in the weekends otherwise it takes too long.

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